**Creating Your Book Review Podcast**

1. **Recording Your Book Review**
   1. Log on to the computer.
   2. Plug in your headset.
   3. Open Internet Explorer.
   4. Go to <http://www.recordmp3.org>.
   5. Click the “okay, got it” box in the middle of the screen.
   6. In the pop-up window, click the circle next to “Allow,” and click “Close.”
   7. Click the “okay, I did it!” box in the middle of the screen.
   8. Click the “Record” button in the middle of the screen, and loudly and clearly read your book review. Press the “Stop” button in the middle of the screen when you are done.
   9. To listen to your recording, press the “Play” button. If you would like to re-record your book review, press the red “Start Over” button.
   10. When you are satisfied with your recording, press the green “Save Recording” button.
   11. Highlight the link in the pop-up window, and it should say “Copied!” to the right of the link.
2. **Creating the QR Code to Your Recorded Book Review**
   1. Open a new Internet Explorer window.
   2. Go to <http://qrcode.kaywa.com/>.
   3. Right-click, and paste the link you copied in the http:// box in the middle of the page. Make sure that there is only one http:// in the box.
   4. Click the gray “Generate Free” button (which is below the http:// box, and to the left of the green “Generate Safe” box).
   5. Right-click on the black and white QR code on the left of the screen, and click on “Copy.”
3. **Putting the Project Together**
   1. Open a new Internet Explorer window.
   2. Go to <http://fchslibrary.wikispaces.com/Book+Review+Project>.
   3. Click on the “Book Review Template” document, and click on “Open.”.
   4. Right click on the QR code on the document, and click “paste” to replace it with your own QR code.
   5. On the template, replace “*Smart Student”* with your first and last name.
   6. Replace “The Schwa Was Here” with the title of the book you reviewed. FYI: all major words are capitalized in book titles.
   7. Replace “Neal Shusterman” with the author of the book you reviewed.
   8. Minimize your Book Review Template and your Internet Explorer window.
4. **Including the Image of your Book Cover**
   1. From your desktop, click on “Student Shortcuts,” and then click on Destiny.
   2. Click on the “Catalog” tab at the top.
   3. Enter the title of your book in the search window, and click on “Title.”
   4. Find your book in the list of results.
   5. Hover over the picture of your book’s cover, right-click, and click “Copy.”
   6. Maximize your Book Review Template (a “P” for Publisher word document.)
   7. Right click on the sample book cover on the left of the document, and click “paste” to replace it with your own book’s cover.
   8. Minimize your Book Review Template.
5. **Including an Avatar of You!**
   1. Open a new Internet Explorer window.
   2. Go to <http://doppelme.com/>.
   3. Click the “Create” tab at the top.
   4. Customize your avatar using the options that are not grayed out, clicking on “Next” as needed.
   5. When you’ve finished, click “I’m done.”
   6. Right-click on your avatar, and click “Copy.”
   7. Maximize your Book Review Template.
   8. Right click on the sample avatar on the right of the document, and click “paste” to replace it with your own avatar.
6. **Saving Your Book Review Project** 
   1. On your Book Review Template, click on “File,” and then “Save As…”.
   2. Name your document with your first and last name and Book Review (*ex. John Doe Book Review*), and save the document to the Desktop.
   3. Ask Mrs. Hildum or Mrs. Kelly to come over and save your document to a flash drive.
   4. You’re done!